

# Job Description

<b>Job Title:</b>	<b>Human Rights Intern</b>		
<b>Cluster:</b>	Geneva Office		
<b>Grade &amp; Salary:</b>	USD 1200 per month (stipend)	<b>Contract Type:</b>	Initial 3 Months, Extendable up to 6 Months.
<b>Location:</b>	Remote		
<b>Reports to:</b>	Cluster Lead Geneva		
<b>Direct Reports:</b>	None		
<b>Job Role</b>			
<b>Role Overview:</b>	<p>The role holder is responsible, under the supervision of the UN Advisor and the UN Advocacy and Network Officer, for assisting in the implementation of CIVICUS advocacy priorities with various stakeholders. The role will also contribute to network engagement and member support activities, event coordination and logistics, and research related to human rights.</p>		
<b>Areas of Responsibilities</b>	<b>Key Activities</b>		
<b>UN Advocacy and member support</b>	<ul style="list-style-type: none"> <li>Assist CIVICUS' engagement with the UN Human Rights Council and other human rights bodies.</li> <li>Support the development of written materials, statements and speaking points.</li> <li>Support CIVICUS' members and partners and human rights defenders during their advocacy missions and provide logistical support</li> </ul>		
<b>Event coordination and communication</b>	<ul style="list-style-type: none"> <li>Support in the organization of events as appropriate including logistical arrangements.</li> <li>Assist the communications team in rolling out timely and effective communication materials.</li> </ul>		
<b>Research and administration</b>	<ul style="list-style-type: none"> <li>Assist in human rights and civic space related research including drafting of briefs and summaries.</li> <li>Support administrative activities related to office management.</li> </ul>		
<b>Other</b>	<ul style="list-style-type: none"> <li>The role holder will from time to time be required to carry out any other duties including administration-related tasks</li> </ul>		
<b>Person Specification</b>			
<b>Education, Language &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>A Bachelor's degree or Master's Degree in international relations, law, politics, or relevant social sciences from a reputable university.</li> <li>At least 6 months of relevant work experience in an international policy development or advocacy environment.</li> </ul>		
<b>Essential Knowledge, skills and Experience</b>	<ul style="list-style-type: none"> <li>Excellent verbal and written communication skills in English.</li> <li>Excellent IT skills, including experience with MS Office.</li> <li>Good understanding of international relations and policymaking.</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Good understanding of the civil society landscape and global politics.</li> <li>• Ability to work in a team and network with a broad range of external stakeholders from different cultural backgrounds.</li> </ul>
<b>Desirable Knowledge, skills and Experience</b>	<ul style="list-style-type: none"> <li>• Other languages beneficial, Spanish or French an asset</li> <li>• Preferably based in Europe</li> <li>• Willingness to travel to Geneva or elsewhere in Europe 1-2 times during the internship</li> </ul>